

CITY OF LAS VEGAS
PARKS, RECREATION AND NEIGHBORHOOD SERVICES DEPARTMENT

Parent Handbook



Youth Programs
Seasonal Camps
Aquatics



/CITYOFLASVEGAS

www.lasvegasparksandrec.com

MISSION STATEMENT

To provide recreation, education, neighborhood resources and human services to residents, visitors and businesses so they can enjoy a higher quality of life that promotes healthy lifestyles and engaged and sustained neighborhoods.

Welcome to the Team

Dear Parent or Guardian:


Welcome to the city of Las Vegas Parks, Recreation and Neighborhood Services Department! As we get ready for another fun-filled summer, I'd like to share with you some exciting changes we've made recently to make your experience all the more rewarding. In August of last year, we began rolling out a new automated registration system that allows for online payments and class registrations at the click of a mouse. Park reservations are also now available online. We've also enhanced our program offerings to include a variety of new senior activities and fitness memberships in our recreation facilities. In addition, our Safekey office moved into a new central location in downtown Las Vegas making for easier customer access.

Our team members are dedicated professionals who strive to offer quality programs and services. We continue to focus on safe practices and superior customer service. Our participants are our number one priority and we take pride in listening to what you have to say. We recognize that you have options when it comes to out-of-school time and we thank you for choosing the city of Las Vegas.

In addition to summer camps, I encourage you to also take advantage of all that we offer year-round, from youth development programs, Safekey, and after-school activities to recreation and adaptive programs, sports leagues and special events for the entire family. We have something for all ages and abilities! We also boast award-winning community and senior centers, sports complexes, sports fields and aquatics centers as well as numerous parks, trails and open spaces. We encourage you to get up, get out and get active today!

Again, I am pleased to welcome you to the city of Las Vegas Parks, Recreation and Neighborhood Services Department where we're *Making Great Things Happen...Beyond the Neon!* Have a great summer!

Sincerely,



Stephen K. Harsin, AICP, Director
City of Las Vegas Parks, Recreation and Neighborhood Services Department
www.lasvegasparksandrec.com



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IMPORTANT CONTACT NUMBERS

City of Las Vegas

Parks, Recreation and Neighborhood Services Department

Community Centers

| | |
|-------------------------------------------------|----------|
| Cimarron Rose..... | 229-1607 |
| Doolittle | 229-6374 |
| East Las Vegas | 229-1515 |
| Lorenzi Adaptive | 229-6358 |
| Mirabelli | 229-6359 |
| Stupak | 229-2488 |
| Veterans Memorial Leisure Services Center | 229-1100 |

Pools

| | |
|------------------------------------------------------------------------|----------|
| Baker Pool | 229-6395 |
| Carlos L. Martinez and Darrio J. Hall Family Pool at Freedom Park..... | 229-1755 |
| Doolittle Pool | 229-6398 |
| Garside Pool..... | 229-6393 |
| Municipal Pool | 229-6309 |
| Pavilion Center Pool | 229-1488 |

Administration

| | |
|-----------------------------------------|----------|
| Administrative Office – Main Line | 229-2330 |
|-----------------------------------------|----------|

City's Main Website www.lasvegasnevada.gov

Department Websitewww.lasvegasparksandrec.com

Class Registrationrecreation.lasvegasnevada.gov

Have a Fun and Safe Camp Experience!



PROGRAM

MISSION STATEMENT

The mission of the Parks, Recreation and Neighborhood Services Department is to provide recreation, education, neighborhood resources and human services to residents, visitors and businesses so they can enjoy a higher quality of life that promotes healthy lifestyles and engaged and sustainable neighborhoods.

PROGRAM BENEFITS

The city of Las Vegas Parks, Recreation and Neighborhood Services Department's youth programs are dedicated to providing the best possible program for your child. Our goal is to create an atmosphere where safety, fun, recreation and social skills take place. We will:

- Provide a positive and meaningful experience
- Help children develop self-esteem through a safe, supervised program
- Involve children in group and individual activities that will help each child to grow to his or her fullest potential
- Foster growth and development by incorporating values and respect in peer group relationships

The benefits of recreation are endless. Personal, social, economic and environmental benefits are obtained through recreation.

PROGRAM DESCRIPTIONS

The **seasonal camp** programs are for children ages 5-11 years old (kids) and 12-15 years old (teens) that run during extended breaks (Winter-Spring-Summer) in the Clark County School District. Campers who are 5 must have completed kindergarten. The Seasonal Camp program hours are Monday through Friday from 7 a.m. - 6 p.m. (Closed on legal holidays as listed on page 6.)

These supervised recreational programs offer recreational, educational, social, and fitness enrichment programs which include sports, fitness, arts and crafts, games, special events, music and drama. Please remember that all participants must bring a sack lunch, drink, and snack daily for these programs.

The **specialty camp** programs are for children ages 5-11 years old (kids) and 12-15 years old (teens) and offer a weeklong camp program which focuses on a specific theme. Campers who are 5 must have completed kindergarten. The activities, field trips and special events enhance the weekly theme. There are offered at a higher fee than seasonal camp programs.

The **aquatic camp** programs are specialty camps for children ages 6-11 and run Monday through Friday. This fun-filled water camp will provide a safe atmosphere with close supervision. Children will experience snorkeling, water safety activities, games, crafts, water polo, inner tube water polo, springboard diving, synchronized swimming and will receive swimming lessons. There may be excursions offered at an additional fee. Children will need to bring a sack lunch, drink, swimsuit, towel, sunscreen and a change of dry clothes.

HOLIDAYS

All of the above programs will be closed on all holidays observed by the city of Las Vegas:

| | | |
|----------------------------------------|----------------------------|------------------|
| New Year’s Day | Martin Luther King Jr. Day | Presidents’ Day |
| Memorial Day | Independence Day | Labor Day |
| Nevada Day | Veterans’ Day | Thanksgiving Day |
| Family Day (Friday after Thanksgiving) | | Christmas Day |

PROGRAM STAFF

Our staff is carefully selected and placed at program locations based on their skills. Staff members include school teachers, school district employees, college students and adults interested in the well being of children. For your child’s safety, staff is trained in positive child discipline, as well as emergency and safety procedures. They are also First Aid and CPR certified.

PAYMENT POLICY/REFUNDS

FEE PAYMENT

Payment is due by FRIDAY for the following week. Payment may be made in cash (at select sites), money order, credit card (MC, VISA, and DISCOVER), debit card or check, accompanied by a government issued photo ID. A child is not considered registered until payment is received. If payment is not received by FRIDAY of the week prior to attendance, you may lose your child’s space in the program.

Payments will only be accepted from adults listed on the Participation Information Form. We cannot accept payment from any program child or teen. The parent or guardian who registers the child is responsible for the payment of all fees.

Selected sites have limited enrollment; therefore, non-payment of fees may result in your child losing his/her spot in the program.

Seasonal Camp rates: The weekly rate is \$100 per child.

Specialty Camp rates: The weekly rate is \$150 per child.

Some specialty camps are priced higher. Please check with the individual specialty camp sites for a comprehensive list of weekly rates.

METHODS OF PAYMENT

Payment may be made in cash at select sites, credit card, debit card, money order, or a check accompanied by a government issued photo ID. If paying by cash, exact change is required. Payments can also be made online. Any participant with an outstanding balance may not continue in our programs until all fees are paid.

Customers who fail to pay returned check charges or make good on returned checks will not be permitted to register for future programs, activities, classes or leagues within the city of Las Vegas.

You are entitled to a receipt. Make sure that you keep your receipt as proof of payment.

Please note that payment for services can only be accepted by adults listed on the Participation Information Form. **NO EXCEPTIONS!**

**Please keep all receipts for payments made.
Sites *do not* provide an end of year
statement for tax purposes.**

For your information the city of Las Vegas tax ID number is 88-6000198.

INSTALLMENT BILLING

At the Mirabelli and Veterans Memorial Center specialty camp programs, we offer an installment billing option for parents as a courtesy. This will allow you to register your child for camps throughout the summer but not have to pay for the entire cost of all of these weeks at the time of the original registration. The billing for each week will post to your account the Wednesday prior to the Monday start of the next camp session. You will have from Wednesday to Sunday prior to the start of camp to pay for the next week of camp. If it is not paid by Sunday night, a \$25 late fee will apply. If you would like to pay ahead of when the installment billing posts, you can do this at the center where your child is enrolled for camp.

If you need to cancel the enrollment for a week of camp, a PRNS Refund Request Form must be received at least seven days prior to the start of the camp session that your child will not be attending. If you cancel seven days or less prior to the camp session starting date, the installment bill will still need to be paid. If the cancellation request is received on the day of or after the start date of the camp, a \$25 late fee for non-payment of the installment bill will be assessed and will be due in addition to the installment bill amount.

ABSENTEEISM - WEEKLY RATE - REFUNDS - TRANSFER FEE - LATE FEE

- The city of Las Vegas Parks, Recreation and Neighborhood Services Department (PRNS) does not offer credit when a participant is absent.
- Seasonal youth camps have a weekly rate and if a holiday falls during a camp week, the weekly rate still applies. There is no prorated fee or credit given for a holiday week.
- Specialty youth camps have a higher weekly rate than traditional youth camps. See weekly camp schedule for more information.
- Refunds will only be granted when one of the following conditions is met:
 1. Full refunds will be automatically issued if the class, event, or program is cancelled by the city of Las Vegas.
 2. Full refunds will be issued at the customer's request if a class, event or program is postponed or combined, or there is a change in instructors to provide the best service possible. The refund request must be submitted using a PRNS Refund Request Form, which can be obtained from the front desk.
 3. Full refunds will be issued at the customer's request for any reason if the request is received more than seven days prior to the start of the class, event, or program and the request is submitted using a PRNS Refund Request Form.
- Refunds will not be granted if the PRNS Refund Request Form is received seven days or less prior to the start of the class, event or program.
- Approved refunds will be issued in one of these forms: credit voucher, refund check, credit card refund, or course transfer. Please speak with a staff member for more information on our refund policy.

- If you need to transfer your child from one summer camp to another, a PRNS Refund Request Form must be received more than seven days prior to the start of the camp. If the transfer request is received seven days or less prior to the start of the camp, a Summer Camp RecTrac Course Transfer Request Form must be completed and a \$25 transfer fee will be assessed if the transfer request is approved.
- A \$25 late fee will be applied if your child's camp registration fee is not paid in full on the Sunday before the camp week starts.

RETURNED CHECK POLICY

Any check returned by the bank due to insufficient funds is subject to a service charge. Any customer who writes a check that is returned for insufficient funds and does not correct the situation within one week of notification will be required to pay all future fees by cash or money order.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS AVAILABLE

Financial assistance for select programs is now available for qualifying households. If you currently qualify for free or reduced school lunch or any other government- subsidized program, you may already be qualified for city of Las Vegas financial assistance. It's easy to apply, as qualification is based on individual household needs.

Pick up an application at any one of our facilities listed here, or download from the website today. www.lasvegasparksandrec.com.

| | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Adaptive Recreation Programs..... | Centennial Hills Active Adult Center, 6601 N. Buffalo Drive229-1702 ELV Center, 250 N. Eastern Ave.229-1515 |
| Centennial Hills Active Adult Center... | 6601 N. Buffalo Drive229-1702 |
| Chuck Minker Sports Complex | 275 N. Mojave Road.....229-6563 |
| Cimarron Rose Community Center..... | 5591 N. Cimarron Road.....229-1607 |
| City Hall Administration..... | 495 S. Main St.229-2330 |
| Doolittle Community Center | 1950 N. J St.229-6374 |
| Doolittle Senior Center..... | 1930 N. J St.229-6125 |
| Dula Gymnasium | 441 E. Bonanza Road.....229-6307 |
| East Las Vegas Community Center..... | 250 N. Eastern Ave.229-1515 |
| Howard Lieburn Senior Center | 6230 Garwood Ave.229-1600 |
| Las Vegas Senior Center | 451 E. Bonanza Road.....229-6454 |
| Mirabelli Community Center | 6200 Hargrove Ave.....229-6359 |
| Municipal Pool..... | 431 E. Bonanza Road.....229-6309 |
| Safekey | 416 N. 7th St.229-3399 |
| Stupak Community Center | 251 W. Boston Ave.229-2488 |
| Veterans Memorial Leisure Services Center | 101 N. Pavilion Center Drive229-1100 |

You may also e-mail staff listed below for an application.

| Staff | E-Mail | Office Phone |
|-----------------|----------------------------------------------------------------------------------|---------------------|
| Autumn Anzalone | aaanzalone@lasvegasnevada.gov | (702) 229-3218 |
| Bobbi Hale | bhale@lasvegasnevada.gov | (702) 229-3219 |

Once your completed application has been submitted, please allow for two to three weeks for processing. You will be notified of your status. If you have any questions, contact a staff member listed above.

Thank you for your interest in our programs!

EMERGENCY INFORMATION/PARTICIPANT INFORMATION FORM

It is the parent's responsibility to provide current phone numbers and addresses for all of the people included on the emergency contact list. Please revise your form any time a change is necessary. We will not release a child to any person that is not listed on the Participant Information Form. **A photo I.D. is required for anyone who picks your child up from camp, including yourself.**

EMPLOYER VERIFICATION FORMS/ FINANCIAL ASSISTANCE

City of Las Vegas staff will be available to sign any forms you have for childcare subsidies. Parents who have employer subsidies for child care are asked to submit their forms to a full time program staff. The staff will complete the forms within five working days upon verification of attendance. The city of Las Vegas also accepts various forms of childcare assistance. The city of Las Vegas has limited financial aid available for those who are in need. Inquire with staff for more details on the financial aid programs.

DAY-TO-DAY PROCEDURES

SIGN-IN AND SIGN-OUT PROCEDURES

Children must be signed in upon arrival and signed out upon departure. The only person(s) permitted to pick up and sign out a child are those listed on the Participant Information Form. Please be prepared to show a picture ID at ALL times when picking up your child. Also, inform those you have listed as emergency contacts that a picture ID will be required before we can release the child. Older brothers and sisters, ages 12 or older, may pick up the child upon producing a student body photo ID or a Nevada ID card (that may be obtained at the Department of Motor Vehicles). Teens may only sign themselves in and out if a Sign In/Out Waiver is filled out and signed by the parent or guardian. However, parents need to remember that payment for the program may only be accepted by ADULTS listed on the Participant Information Form and is still due on Thursday of each week.

LATE PICK-UP

Beginning at 6:01 p.m., a late fee of \$10 will be charged for every 10 minute increment the child remains at the site. The late fee is due at the time of pick-up or before the participant returns to the program. Every effort will be made to contact the parent or other emergency contacts listed. If the child is not picked up by 6:30 p.m., the Deputy City Marshals will be notified to transport the child to the nearest community center. If the child has not been picked up by 8 p.m., from a city of Las Vegas site, the Deputy City Marshals are authorized to take the child to Child Haven. **After the third late pick up, families can be suspended from the program for the remainder of the camp program.**

Note: The clock at the program site serves as the official timepiece.

Please make sure that you keep your e-mail address updated. We use it as an important communication tool so that you will receive the most updated information regarding Parks, Recreation and Neighborhood Services.

CITY-SPONSORED PHOTOGRAPHY AND VIDEO

During city-sponsored programs and events, city staff may take photos and video of participants that may be used in professionally-designed city publications and promotional materials. If you have any questions about this, please speak with a staff member.

WAIVER SIGN-IN AND SIGN-OUT PROCEDURES

A waiver form must be completed and filed at the program if your child is to leave during program hours to attend another activity at the site such as Scouts, a scheduled class or program.

MEDICAL ISSUES/INSURANCE

MEDICATION RELEASE INFORMATION

If a child has any illness or condition that necessitates taking medication during program hours, it is preferable that the child not participate in the program until he/she completely recovers from the illness or condition. At the risk of infecting others, health services recommend that if any one of the following symptoms are present, the child should stay home:

- Elevated temperature
- Diarrhea
- Persistent headache
- Inflamed sore throat
- Nausea/vomiting
- Unexplained rash
- Wheezing
- Earache

If the illness or condition is contagious or communicable, the child may not be permitted to participate in the program until he/she completely recovers from the illness or condition. A doctor's release will be required prior to the child re-entering the program.

If a child needs to take prescription medication during program hours, the following procedures must be followed:

- Parents must complete the Medication Release Form.
- Medication must be in its original container with the pharmacist's label.
- Pharmacist's label must display the child's name, the name of the medication, the instructions/dosage, and the name of the prescribing physician.
- Only a daily dose should be in the medication container and parents must pick up the empty container each day.
- Liquid medication must be premeasured with the above information attached.
- The medication must be accompanied by a doctor's note, on letterhead, stating the name of the medication and the dosage.
- Medication will not be accepted by any staff member without a doctor's note.

If a child must take non-prescription medication during program hours, the following procedures must be followed:

- Parents must complete the Medication Release and Supplemental Forms.
- Medication must be in its original container with the complete label attached.

For the safety of the participant, there will be no exceptions. In either case (prescription or non-prescription), the parent/guardian must provide in writing all other necessary instructions and information regarding the medication. Program staff will, whenever practical, provide the child with the medication at the time(s) indicated on the medication release form. The child is responsible for administering his/her medication. The Parks and Recreation Department does not provide medical personnel at any program site.

If a child is taking medication on an as-needed basis, the parent/guardian must provide, on the Supplemental Information Form, a detailed description of the symptoms, conditions, and circumstances that would necessitate the medication and proper dosage. The parent/guardian will be contacted on every occasion before the child takes the medication on an as-needed basis. One parent/guardian must be available by telephone during program hours. If neither parent/guardian can be reached, program staff will use their best judgment and will permit a child to take the medication only when they find it clearly necessary and appropriate.

The parent/guardian is allowed to bring in the amount of medication sufficient to cover doses for one program day. All medication must be checked in with the program staff to be properly and safely secured.

FAST-ACTING MEDICATIONS

Fast-acting medications such as asthma inhalers and EpiPens, must be brought by a parent to the program site. This must be accompanied by a copy of the prescription from a physician, which must be presented to staff prior to the child participating in the program or activity. Children are not permitted to bring medication to the program site by themselves.

Once on site, the participant must carry the fast-acting medication while taking part in the program or activity. He or she must be capable of self-administering the medication should the need arise. Please be aware that staff members are not required to administer any fast-acting medication for any participant.

In the event of a medical emergency requiring the use of fast-acting medication, staff will call 911 and the parent or guardian as soon as possible.

MEDICAL ISSUES

Please do not send your child to the program if he/she is ill. If your child is not well enough to go to the playground to play, then he/she is not well enough to be at camp. There are no facilities for us to retain a sick child. If a child becomes ill, the parent will be notified and expected to pick up the child within one hour of notification. If it is discovered that your child has ring worm, lice, etc., we will contact you immediately to pick up your child from the program and any other siblings in any of our other programs (infected or not). At that time, you will receive instructions on the steps needed in order for your child(ren) to return to the program.

MEDICAL INSURANCE

Please recognize that the youth programs do not carry medical accident insurance for injuries sustained in its recreation programs and facilities. The cost of such would make program fees

prohibitive. Therefore, we ask you to review your own health insurance policy for coverage should your child be injured while attending our programs.

PROGRAM POLICIES AND PROCEDURES

CUSTODIAL ISSUES

The obligation of Parks and Recreation staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. The city of Las Vegas is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties and the city will neither negotiate nor mediate custody arrangements. The party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times. The city will not be responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Parks and Recreation Department asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, the department expects them to be resolved immediately. If the issue is not resolved immediately, the department will consider whether the child may continue to participate in the program.

Any parent or guardian who demonstrates they have any custodial rights to the child may sign the child in or out of the program and may sign the child up for field trips or obtain a weekly calendar or newsletter, even if this person did not register the child and even if the information sheet does not list this person as an authorized pickup. Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the city of Las Vegas prior to the child's participation in the program. Be sure to allow at least four full city of Las Vegas business days (Monday-Thursday) to review this paperwork. It is our experience that many divorce decrees discuss terms of visitation but often do not specifically remove the custodial rights of the other party. The Parks and Recreation Department does not enforce or mediate terms of visitation.

The Department's number one concern is the safety of your child. Please provide the name; address; and home, work and emergency telephone numbers of the other person with custodial rights. You are also responsible for providing a copy of this program handbook to the other person and providing a signed acknowledgment of receipt to the Department.

Parents, guardians or other authorized individuals who attempt to pick up their child while intoxicated or under the influence of another substance will immediately be reported to the police.

PERSONAL POSSESSIONS

Toys, radios, electronic equipment (iPods, laptops, Gameboys, etc.) skateboards, scooters and sports equipment are not allowed to be brought to camp. All supplies and equipment are furnished by the camp program. The only exception is if requested by a camp program for a special event or theme. **CELL PHONES MAY BE BROUGHT TO CAMP BY STATE LAW, BUT**

MUST BE TURNED OFF AND IN THE PARTICIPANT’S BACKPACK, PURSE, OR LUNCH BAG WHILE PARTICIPANTS ARE IN THE CAMP PROGRAM. The cell phones may be used only upon staff approval. Items that are brought to camp that are not allowed or are used without approval will be taken from the participant and held. Items will be returned to the parent/guardian.

WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS BROUGHT FROM HOME (Including but not limited to all of the aforementioned items)

SAFE AND RESPECTFUL CAMP PROGRAM BEHAVIOR

In regards to bullying, cyber-bullying, harassment, and/or intimidation – all of which are prohibited in any of our Youth Programs – the city of Las Vegas Parks, Recreation and Neighborhood Services Department is committed to providing all participants and staff with a safe and respectful environment in which all persons of differing beliefs, characteristics, and backgrounds can realize their full personal potential while participating in our Youth Programs. It is our intent to ensure that all city of Las Vegas employees (both full-time and part-time) demonstrate appropriate behavior on the premises of the Youth Programs by treating other persons, including and without limitation to Youth Program participants, parents and Youth Program staff with civility and respect, and by refusing to tolerate bullying, cyber-bullying, harassment and/or intimidation.

PARTICIPANT CODE OF CONDUCT

The city of Las Vegas Parks, Recreation and Neighborhood Services Department is dedicated to providing outstanding programs for youth around the valley. To achieve this goal, we place value on children by offering exciting program experiences with an emphasis on safety, convenience and affordability. Participants are expected to behave appropriately and to promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parental support to resolve behavioral issues and encourage positive behavior. Participants who remain disruptive after consultation with the parent(s) may be dismissed from the program. Please go through the following points with your child so that they fully understand the expectations.

As a participant, I will:

- Show respect to other participants and treat them as well as I would like to be treated
- Show respect to all staff and volunteers and cooperate fully with their instructions
- Know and follow the rules of the program
- Respect the rights and beliefs of others and treat others with courtesy and consideration
- Communicate in an appropriate manner, which means I must not use foul language, foul gestures, harsh words, or a harsh tone of voice
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing, or other unkind behaviors are not allowed
- Refrain from deliberately causing bodily harm to other participants, staff, or volunteers
- I understand that pushing, kicking, hitting, biting or fighting are not acceptable and **will not be tolerated**
- Use program equipment, supplies, and facilities properly
- Respect the property of others
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action

STEPS TAKEN TO CORRECT INAPPROPRIATE BEHAVIOR

The following steps may be taken to correct inappropriate behavior:

1. Communicate appropriate behavior
2. Removal from activity
3. Disciplinary action report, contact parent/guardian
4. Behavior plan (if applicable)

Guidelines are set up to correct inappropriate behavior. However, this procedure may /may not resolve the situation. If inappropriate behavior continues, a participant may be suspended from the program.

SUSPENSION POLICY

A parent conference is required in order for the child to return to the program.

FIRST SUSPENSION

If inappropriate behavior continues, the participant will be suspended up to one week depending on the severity of the behavior.

SECOND SUSPENSION

Should inappropriate behavior continue after the first suspension; the participant may be suspended up to two weeks.

THIRD SUSPENSION

Should inappropriate behavior still continue; a third suspension may result in the participant being suspended from the program for up to one year. This is handled on an individual basis depending upon the severity of the situation.

NOTE: Depending on the severity of the situation, a participant may be suspended from the program for one year without any prior suspensions.

NO REFUNDS WILL BE GRANTED FOR SUSPENDED PROGRAM DAYS.

PROGRAM DISCLAIMER

The city of Las Vegas Parks, Recreation and Neighborhood Services Department staff reserves the right to refuse service for the following reasons:

- Failure of parent/guardian or child to follow policies, procedures and rules
- Parents or child(ren) are physically or verbally abusive to staff
- Failure to pay fees as scheduled
- Failure to provide updated information and records
- Failure to adhere to closing time of the program
- When the Program Coordinator, Youth Program Coordinator, or city of Las Vegas Recreation Division staff, at his/her discretion, believes that the continued service is not in the best interest of the child and/or agency

CONDUCT OF PARENT

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in an appropriate and calm manner. The city of Las Vegas youth program has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation, and/or abuse of power or authority. Should a situation occur within the program due to inappropriate actions by parents that causes excessive time spent by staff, **ACTION WILL BE TAKEN AND PARTICIPANT MAY BE REMOVED FROM THE PROGRAM.**

LUNCH AND SNACKS

All participants must bring a sack lunch, drinks (including bottled water), as well as snacks daily.

DRESS CODE

Many of our activities involve active play. Children must wear appropriate clothing and footwear for the activities in which they will be involved. For their safety, we strongly suggest that children wear either athletic shoes or sneakers every day of the program.

Acceptable footwear:

- Athletic shoes
- Canvas rubber soled shoes
- Sneakers

Participants may not wear:

- Excessively baggy clothing
- Excessively short shorts, skirts, skorts or dresses
- Clothing or hats with printed profanity or suggestive language
- Clothing or hats that promote use of a controlled substance
- Bare midriff, spaghetti straps or bikini tops on girls
- No holes or tears in clothing
- No flip flops, sandals, open toed shoes, slippers, or shoes with high heels
- No Heelies (shoes with built-in wheels)

Aquatics Dress Code

While at the pool, all swimmers must wear suitable swim attire. No cut-offs, shorts with frayed edges, jean shorts, leotards, underwear, bras, thong bikinis or t-shirts at any time.

POOL RULES

1. Each child under 7 years old or under 48" tall must be accompanied by an adult 18 or older at all times. One parent per one child – NO EXCEPTIONS.
2. The Lifeguard on duty reserves the right to administer a swim test to any patron. The swim test consists of one length (25 yards) of freestyle.
3. Weak or non-swimmers will not be allowed to swim in any deep water, go off the diving boards or use the slide.
4. Walk slowly. Please do not run.
5. No running dives into the pool.
6. No diving from the starting blocks unless under direct supervision of a qualified coach.
7. No diving in the shallow end at any time.
8. Prolonged breath holding or hypoxic training is strictly prohibited.
9. A minimum of 8 feet of water depth is required for head first dives from the pool deck. Only use areas designated by the lifeguard.
10. No dunking, pushing, fighting, excessive splashing, abusive language or horseplay.
11. No glass, gum, food, or drink (with the exception of bottled water) on the pool deck. Food and plastic bottle drinks are allowed in the grassy areas and in the concession room.
12. All swimmers must wear suitable swim attire. No cut-offs, shorts with frayed edges, jean shorts, leotards, underwear, bras, thong bikinis, or t-shirts at any time.

13. Young children must wear an approved swim diaper. Diapers may be purchased at the front desk.
14. Only United States Coast Guard approved flotation equipment may be used as a flotation device in the pool. Lifejackets are available at all pools free of charge for day use only.
15. Lap lanes are for lap swimmers or lap walkers only. Lanes will be specified.
16. The city of Las Vegas is not responsible for lost or stolen items.
17. No smoking is allowed inside or within 30 feet around the vicinity of the facility.
18. Locker room rules must be followed. No washing of clothes, excessive shower use, and no overnight locker usage.
19. There will be pool breaks during recreational swim hours.
20. We do not allow patrons to pay for the use of the showers or restrooms only.

Failure to comply with any of the facility rules may result in expulsion. No person shall fail to obey any lawful directive of a recreation employee (lifeguard, swim instructor, pool manager, and supervisor.) Municipal Code - 13.36.040

FIELD TRIPS

FIELD TRIPS

- Participants may go on various field trips throughout summer camp. A Clark County School District bus or city of Las Vegas van is used for these field trips.
- Participants must bring a drink and sack lunch to each field trip, plus any other miscellaneous supplies that may be needed (i.e., swimsuit, towel, socks, etc.).
- See the weekly schedule for the field trip location and a list of items to bring for the weekly trips.
- Weekly schedules will be available on Mondays.
- On scheduled field trip days, your child must go on the field trip. No children or staff may remain at the site.
- No credit is given for not participating in the field trip. Bus schedules vary from trip to trip. It is important that your child arrives at the site on time on field trip days.

Participants cannot be dropped off nor picked up early from any field trip. On days of excessive heat warnings field trips may be changed or cancelled in order to ensure the safety of campers. This policy has been set for your child's safety.

TRAINING PROGRAMS

COUNSELOR IN TRAINING PROGRAM

Program Overview

The Counselor in Training (CIT) program is designed for youth, 15 years of age, who have an interest in developing strong leadership skills and a sense of community in a seasonal camp environment. Essential camp counselor duties will be introduced in an effort to prepare the CIT participant for future employment opportunities. Development of leadership skills, planning skills, skills to manage children, and customer service will be emphasized.

Target Clients

All youth age 15 are encouraged to apply. Our goal is to focus on any youth who is interested in becoming a camp counselor.

Program Goals

- Develop an environment where youth understand and develop diversity
- Help youth explore the aspects of recreation and establish a worthy use of their leisure time
- Provide a clean, healthy, and productive environment for youth to attend daily (i.e., socialization with peers, counselors, and city employees; training in essential camp counselor skills)
- Teach participants about effective camp procedures for dealing with parents, co-workers, and participants
- Provide participants with a potential future employment opportunity

Program Elements

- Minimal weekly fee of \$25 per week
- This program is designed for youth 15 years of age
- The locations offering these programs vary throughout the city of Las Vegas. For a complete listing, please see the seasonal camp locations
- Moderate physical activity introducing participants to a healthy lifestyle will also be added when participating in or leading camp games

Program Benefits

- Opportunity for future employment
- Receive training that will allow participants to seek employment at numerous facilities
- Worthy use of leisure time
- Introduction to a healthy lifestyle
- Learning how to work as part of a team

How to Apply

- Fill out an application and drop off at desired program location
- Applicant and parent/guardian will be contacted to set up interview
- After interview, top candidates who demonstrate maturity as well as other basic and essential skills will be selected

SERVICE MANDATED

The city of Las Vegas Parks, Recreation and Neighborhood Services Department proudly supports the Americans with Disabilities Act. Anyone who needs reasonable modifications to attend a program is asked to contact the program coordinator two weeks prior to the start date.

The city of Las Vegas also recognizes and respects the unique differences that exist in our community's individuals and cultures and endeavors to provide an environment where people of all ages, abilities and backgrounds are welcome and appreciated.

The city of Las Vegas Parks, Recreation and Neighborhood Services Department prohibits discrimination based on race, color, national origin, age or disability in its programs and activities. If any individual believes he or she has been discriminated against, he or she may file a discrimination complaint with the Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.



AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) gives civil rights to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in employment services, and telecommunications.

INCLUSION/INTEGRATION

The city of Las Vegas Parks, Recreation and Neighborhood Services Department is happy to provide reasonable accommodations to programs in order to provide success for all participants. Parents must contact the Principal Community Program Specialist/Community Program Specialist two weeks prior to the program start date to discuss reasonable modification. Program modifications will be made on a case-by-case basis.



NOTE: IEPs (Individual Educational Plan) are a master plan of goals and objectives for children with disabilities and are not mandated by law in a recreational setting. Although policies and practices may be revised, the Behavior Code of Conduct is applicable to ensure everyone's safety and enjoyment.

PERSONAL CARE POLICY

The city of Las Vegas Parks, Recreation and Neighborhood Services Department does not provide personal care services such as feeding, toileting, or the changing of clothes. The U.S. Department of Justice Manual, "The Americans with Disabilities Act," Title II Technical Assistance Manual, Article II-3.6200, which covers state and local government programs and services references our personal care policy. However, upon request, we will allow the person who requires such services to bring their own personal care attendant, at no charge, to enable their participation. Please keep in mind, we provide recreation and leisure experiences, not day care.

It is recommended that personal care be provided within 10 minutes of the request for service. However, as long as assistance is provided within 30 minutes of the request for service, the participant will be accommodated.

NEVADA REVISED STATUTE

CHAPTER 199 CRIMES AGAINST PUBLIC JUSTICE

NRS 199.300 Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor or similar person.

1. A person who directly or indirectly, addresses any threat or intimidation to a public officer, public employee, juror, referee, arbitrator, appraiser, assessor or any person authorized by law to hear or determine any controversy or matter, with the intent to induce him, contrary to his duty to do, make, omit or delay any act, decision or determination, shall be punished.
 - a. Where physical force or the immediate threat of physical force is used in the course of the intimidation or in the making of the threat, by imprisonment in the state prison for not less than one (1) year or more than six (6) years and may be further punished by a fine of \$5,000.
 - b. Where no physical force or immediate threat of physical force is used in the course of the intimidation or in the making of the threat, for a gross misdemeanor.
2. As used in this section, "public employee" means any person who performs public duties for compensation paid by the state, a county, city, local government or other political subdivision of the state or an agency thereof, including, without limitation, a person who performs a service for compensation pursuant to a contract with the state, county, city, local government or other political subdivision of the state or an agency thereof.

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Las Vegas, NV 89101

Las Vegas City Council

Mayor Carolyn G. Goodman

Mayor Pro Tem Stavros S. Anthony, Ward 4

Councilwoman Lois Tarkanian, Ward 1

Councilman Steven D. Ross, Ward 6

Councilman Ricki Y. Barlow, Ward 5

Councilman Bob Coffin, Ward 3

Councilman Bob Beers, Ward 2

City Manager Elizabeth N. Fretwell

Deputy City Manager Orlando Sanchez, Scott D. Adams

Chief Officer, Internal Services – Mark R. Vincent

Director, Stephen Harsin

Deputy Director, Lonny Zimmerman

Deputy Director, Lisa Morris Hibbler

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